

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

HEADQUARTER ACCOUNTING  
P.O. Box 187019  
Sacramento, CA 95818



Employee Name	KERNAN, Scott
Expense Dates	09/30/09-10/08/09
Total Expense Amount	865.05
Amount Due Employee	557.85
Form ID	TEA000534444

**DIRECTIONS FOR SUBMISSION**

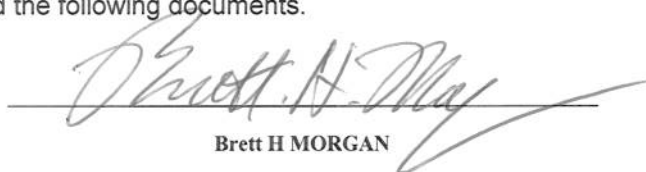
1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	09/30	Transit Subsidy	65.00	
2)	10/05	Commercial Air Fare	317.45	
3)	10/06	Parking, Auto	18.00	
4)	10/08	Lodging	92.40	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved  
by:

  
Brett H MORGAN

## Travel & Expense Account Summary

Employee Name                      Scott KERNAN  
Expense Dates                      09/30/09-10/08/09  
Report Name                        5700 Oct

Request Total \$     865.05  
Direct Charge Total -     307.20  
Travel Advances -     0.00  
Net Due Employee =     **557.85**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	RT Pass	65.00
Regular Travel	CSSA	458.60
Regular Travel	NIC	341.45

NOTE: (d)=Direct Charge

DATE	Mon Oct 5	Tue Oct 6								TOTAL
Commercial Air Fare	317.45									317.45
Incidentals		6.00								6.00
Parking, Auto		18.00								18.00
<b>TOTALS \$</b>	<b>317.45</b>	<b>24.00</b>								<b>341.45</b>

DATE	Wed Oct 7	Thu Oct 8	Thu Oct 8							TOTAL
Commercial Air Fare (d)	307.20									307.20
Dinner	18.00									18.00
Lodging		92.40								92.40
Parking, Auto		10.00	9.00							19.00
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
<b>TOTALS \$</b>	<b>325.20</b>	<b>124.40</b>	<b>9.00</b>							<b>458.60</b>

**Travel & Expense Account  
Summary**

DATE	Wed Sep 30									TOTAL
Transit Subsidy	65.00									65.00
TOTALS \$	65.00									65.00

## Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	RT Pass	09/30/09	Transit Subsidy	65.00	Cash
Regular Travel	NIC	10/05/09	Commercial Air Fare	317.45	Cash
Regular Travel	NIC	10/06/09	Incidentals	6.00	Cash
Regular Travel	NIC	10/06/09	Parking, Auto	18.00	Cash
Regular Travel	CSSA	10/07/09	Commercial Air Fare	307.20	Direct Charge
Regular Travel	CSSA	10/07/09	Dinner	18.00	Cash
Regular Travel	CSSA	10/08/09	Lodging	92.40	Cash
Regular Travel	CSSA	10/08/09	Parking, Auto	10.00	Cash
Regular Travel	CSSA	10/08/09	Breakfast	6.00	Cash
Regular Travel	CSSA	10/08/09	Lunch	10.00	Cash
Regular Travel	CSSA	10/08/09	Incidentals	6.00	Cash
Regular Travel	CSSA	10/08/09	Parking, Auto	9.00	Cash